

# Apply for help with Court of Protection fees

Reference (office use only)

You may not have to pay a Court of Protection fee, or you may get some money off.

## 1. About the person the application relates to

Title

First and middle names

Last name

Date of birth

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National Insurance number

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Complete this form using

**CAPITAL LETTERS.**

The information you provide will act as evidence to support your application. We'll contact you if we need to see additional evidence.

This form is for use in the Court of Protection only.

## 2. Your personal details (the applicant)

Title

First and middle names

Last name

Date of birth

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National Insurance number

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## 3. What does the application relate to?

- ☐ Property and Affairs
- ☐ Health and Personal Welfare

### Property and Affairs

– the information on capital and income should be based on the circumstances of **the person (who lacks or may lack capacity) the application relates to.**

## 4. Do you have a case number?

- ☐ No
- ☐ Yes, the case number is

### Health and Personal Welfare

– the information on capital and income should be based on the circumstances of **the person who is making the application (the applicant).**

## 5. Has the fee already been paid?

- ☐ No
- ☐ Yes, the fee was paid on

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## 6. Does the person responsible for paying the fee have more than £3,000 in savings and investments?

- ☐ Less than £3,000 → go to question 8
- ☐ More than £3,000 → go to question 7

## 7. Is the person responsible for paying the fee 61 or over?

- ☐ No. How much do they have in savings and investments?  
(including their partner if they have one)

£

- ☐ Yes. How much do they have in savings and investments?  
(including their partner if they have one)

- ☐ Less than £16,000
- ☐ More than £16,000

## 8. Does the person responsible for paying the fee receive any of the benefits listed below?

- Income-based Jobseeker's Allowance (JSA)
- Income-related Employment and Support Allowance (ESA)
- Income Support
- Universal Credit (and they're earning less than £6,000 a year)
- Pension credit (guarantee credit)

- ☐ No → go to question 9
- ☐ Yes → go to question 12

## 9. What is the status of the person responsible for paying the fee?

- ☐ Single
- ☐ Married or living with someone and sharing an income

**Refunds** – you can apply for a refund if a Final Order has been issued by the Court of Protection in the last three months and you think the fee payer would have been entitled to a reduced fee at the time of the Order.

**Savings** – include all savings and investments, eg ISAs.

If the fee payer has more than £16,000 then they're unlikely to get help with their fees.

**Benefits** - if the fee payer is receiving any of these benefits, they're likely to get help with their fees.

We'll contact the Department of Work and Pensions to confirm that they are (or were) getting one of these benefits.

## 10. Has the person responsible for paying the fee any financially dependent children?

- ☐ No
- ☐ Yes,  financially dependent children

**Financially dependent children** – include those living with the fee payer (up to 19 years old in full-time education) as well as those the fee payer pays maintenance for.

## 11. What is the total monthly income, before tax and National Insurance of the person responsible for paying the fee?

**Health and Personal Welfare cases** – include the income of your partner, if you have one.

**Property and Affairs cases** – do not include the income of the fee payer's partner (if they have one).

Some benefits **shouldn't be included** – eg Carer's Allowance, Housing Benefit or childcare element of Working Tax Credit.

	Monthly income	Partner's monthly income (if applicable)
Wages (before tax or national insurance deductions)	£ <input type="text"/>	£ <input type="text"/>
Child Benefit	£ <input type="text"/>	£ <input type="text"/>
Working Tax Credit	£ <input type="text"/>	£ <input type="text"/>
Child Tax Credit	£ <input type="text"/>	£ <input type="text"/>
Maintenance payments	£ <input type="text"/>	£ <input type="text"/>
Contribution-based Jobseekers Allowance (JSA)	£ <input type="text"/>	£ <input type="text"/>
Contribution-based Employment and Support Allowance (ESA)	£ <input type="text"/>	£ <input type="text"/>
Universal Credit (and earning more than £6,000 a year)	£ <input type="text"/>	£ <input type="text"/>
Pensions (state, work and private)	£ <input type="text"/>	£ <input type="text"/>
Rent from anyone living with them	£ <input type="text"/>	£ <input type="text"/>
Rent from other properties owned	£ <input type="text"/>	£ <input type="text"/>
Other monthly income: <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
<b>Total monthly income</b>	£ <input type="text"/>	£ <input type="text"/>

**Total monthly income** – the person responsible for paying the fee may not get a full fee reduction if they (and their partner's) monthly income is more than the amount in the table on the right. You may be asked to provide additional evidence of income.

	Single	Part of a couple
<b>Maximum income</b>	£1,085 plus £245 for each child	£1,245 plus £245 for each child
For example:		
<b>1 child</b>	£1,330	£1,490
<b>2 children</b>	£1,575	£1,735

12. Your contact details

Address

Postcode

Email

Phone

13. Declaration and statement of truth

I believe the information I have given in this form is true to the best of my knowledge. If I am found to have been deliberately untruthful or dishonest, criminal proceedings for fraud can be brought against me.

I understand that if I have given false information or I do not provide further evidence if requested, my application may be rejected and the full fee will be payable.

Full name

Signature

Date signed

Please make sure you have completed all the relevant questions and signed the declaration.

**Return your completed form to:**

Court of Protection  
PO Box 70185  
First Avenue House  
42 – 49 High Holborn  
London  
WC1A 9JA  
DX 160013 Kingsway 7

Office use only

Name of office

Amount remitted

£

Amount to pay

£

Checked by

Full name

Risk controls

Full name

Band

Date

Band

Date